

J O B A N N O U N C E M E N T

POSITION TITLE: Administrative Officer (Non-Bargaining) **PCN:** 100113

DEPARTMENT: Quality Support Services **P. R.:** N17

REPORTS TO: Deputy Directors, Legal

RESPONSIBILITIES: Under direct supervision of the Deputy Director of Legal, directs and administers activities and projects related to agency compliance with federal and state regulations regarding public and medical assistance benefits programs. Designs, recommends, and where appropriate, implements administrative policies and procedures as they relate to agency compliance. Coordinates compliance related activities across agency departments. Creates systems designed to monitor and evaluate the effectiveness of the agency programs in reaching compliance standards. Meets with other agency administrative staff, representatives of state and federal officials, in development implementation of ongoing and special programs relating to compliance. Assists in gathering information for and responding to audits and reviews of various public and medical assistance benefits programs. Data management and analysis resulting in regular comprehensive reports for monitoring agency wide compliance with federal and state regulations governing public and medical assistance benefits programs. Creation of specialized ad hoc reports for the Director, Asst. Director, Deputy Directors, Commissioners, and agency senior staff. Development and coordination of research, best practices, focus groups, and other research to gather necessary data. Serves as agency coordinator for various activities, including Income and Eligibility Verification System (IEVS), Discrepant Warrant, Closed Confidential Caseload, Repatriate, Breast and Cervical Cancer Project (BCCP), Interstate Compact on Adoption and Medical Assistance (ICAMA), and Records Commission. Prepares correspondence; disseminates information; and prepares and revises procedures/manuals/desk aids/ forms for staff and management. Consults with and provides technical assistance to agency staff, senior staff and executive team; organizes training seminars; gives presentations to staff and management; attends training sessions and conferences to keep current on issues affecting compliance-related matters; represents the Deputy Director Legal at meetings. Attends meetings and participates in special project committees; directs and administers systems designed to monitor and improve compliance; maintains a comprehensive knowledge of program regulations and laws governing the public and medical assistance benefits program.

MINIMUM QUALIFICATIONS: Bachelor's degree in business or related field with three years of office administrations or related experience; or any equivalent combination of training.

STARTING SALARY: \$26.14 per hour/180 day probationary period.
Plus a Comprehensive Benefits Package

DATE POSTED: Thursday, April 3, 2014

DEADLINE TO APPLY: Wednesday, April 16, 2014

If interested, please go to www.franklincountyohio.gov/Commissioners/hr and apply on-line-

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